

CONTRACT #7
RFS # NA
UT Tracking # 90548

University of Tennessee

VENDOR:
MeadMJ, LLC

THE UNIVERSITY OF TENNESSEE



Vice President for Administration and Finance

711 Andy Holt Tower

Knoxville, TN 37996-0174

RECEIVED (865) 974-2243
FAX (865) 974-1324

March 22, 2005

MAR 22 2005

FISCAL REVIEW

Mr. Jim White
Executive Director
Fiscal Review Committee
G-19 War Memorial Building
Nashville, TN 37243-0057

Dear Mr. White:

The University of Tennessee is submitting this non-competitively bid contract exceeding \$250,000 for comment in accordance with Public Chapter 413, Public Acts of 2003:

UT Knoxville and MeadMJ, LLC

The Tennessee Department of Safety (TDOS) contracted with the University of Tennessee, Knoxville in April 15, 2003 to April 14, 2004. MeadMJ, LLC a named subcontractor in the contract between TDOS and UTK because of the expertise of Mr. Michael Meador, provides technical support for the Commercial Vehicle Enforcement (CVE) information systems. The attached amendment extends the current contract period (April 15, 2004 – April 14, 2005) through August 31, 2007 in order to preserve the continuity of prior work. TDOS has numerous ongoing federally-mandated system upgrades that would stop resulting in a significant loss of funding if these services are not acquired. The contract amendment totals \$327,750 bringing the total subcontract to an amount not to exceed \$621,750.

If you have questions or need additional information, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Sylvia Shannon Davis".

Sylvia Shannon Davis
Vice President for Administration and Finance

c: Dr. John D. Petersen
Dr. Loren Crabtree

THE UNIVERSITY OF TENNESSEE
JUSTIFICATION FOR NON-COMPETITIVE PURCHASES AND CONTRACTS
Values of \$50,000 or More

Contract Tracking Number

90548

Requisition Number for Items Processed through Purchasing:

This form must be completed for all non-competitive purchases for goods or services that are secured either through a purchasing requisition or a contract for expenditures of \$50,000 or more. This form and any other documents that support the justification of a non-competitive purchase must be approved in advance of securing the goods or services. Approvals include the Department Head, Director of Purchasing, and the Chief Business Officer or their designees. The Chancellor or Vice President or designee must approve expenditures of \$100,000 or more. The Vice President for Administration and Finance, or designee, must approve expenditures of \$250,000 or more.

Non-competitive service contracts, including amendments that cumulatively exceed \$250,000 must be routed to the Tennessee Legislative Fiscal Review Committee for comment. The Fiscal Review Committee has 15 days from the receipt of the contract information for comments. A minimum of 30 days will be required to process service contracts exceeding \$250,000.

Information Related to the Purchase of the Goods or Services

1. Type of Request:

Non-Competitive Contract (Sole-Source) ☒Contract thru Purchasing ☐Requisition thru Purchasing ☐

2. Prepared By:

Name: Robert Russell

Email address: russel5@utk.edu

Phone No: 974-6426

3. Cost Center or WBS Element:

Name: CVIP Project

Number: R01-2517-080

4. Proposed Contractor or Vendor:

Name: MeadMJ, LLC

Address (Street): 7051 Highway 70 South

Address (City, State, and Zip Code): Nashville, TN 37221

Revised November 1, 2004

5. Effective Date:

Beginning Date 15 April 2005
Ending Date 31 August 2007

6. Estimated Cost:

\$327,750.00

7. Source of Funds (e.g. state funds, federal funds, etc.):

State Funds

8. Is this an amendment to an existing contract/purchase order?☒ Yes☐ No**9. If Yes,**

Number of Original Contract/Purchase Order
Beginning Date of Original Contract/Purchase Order 15 April 2003
Amount of Original Contract/Purchase Order \$138,000.00 + 156,000 = 294,000
Accumulated Cost with this amendment ~~\$327,750~~ 621,750

10. Describe the primary reason the University is entering into this contract/purchase

The services of Michael Meador are crucial to continuance of federally supported information systems technical support for TDOS. The CVE Division of TDOS is minimally staffed with support personnel and relies on contractor technical experts to provide most non law enforcement functions. TDOS currently has numerous ongoing federally mandated information systems upgrades that would stop with loss of significant funding if these services are not acquired.

11. Describe the goods or service to be acquired.

We are requesting that the services of Michael Meador be provided to continue to the end of the basic contract (28.5 months) to meet the goals of Service Unit 4 under the five year continuing contract CTR has with the Tennessee Department of Safety (TDOS). Michael is in a unique position to provide the technical assistance required due to his previous work experience with the Department of Safety and the Commercial Vehicle Enforcement Division. Michael's continuance is crucial due to his ability to work independently on TDOS everyday business needs and provide assistance and visioning for future departmental improvements. He is the only person with his qualifications who has such detailed technical and specialized knowledge of the business practices and legal requirements TDOS uses. He also has in-depth experience and knowledge of ongoing projects and concepts of future projects. It is TDOS' intent that Michael will continue to serve as the on-sight technical advisor as well as technical liaison and resource for all service units under the CVIP contract. Under the CVIP umbrella contract, Michael directs and manages project progress to ensure achievement of TDOS goals and UT's needs to ensure use of better business practices are incorporated and provision for other logistics needs not provided for in the contract.

Revised November 1, 2004

12. Is there an urgent need or an emergency preventing competitive methods?

☐ Yes ☒ No ☐ N/A

If yes, please explain:

.....

Revised November 1, 2004

13. Is there only one product or service that can meet the specific needs or must the product or service be provided by this particular source.

☒ Yes ☐ No ☐ N/A

If yes, please explain:

Michael Meador has unique experience and knowledge of TDOS business practices and how they relate to the newest federally mandated information systems that ensure TDOS remains a leader in national Commercial Vehicle Enforcement (CVE). Michael has years of TDOS detailed business process knowledge that would be impossible to replace if lost. He knows and works well with the key people in TDOS, other State departments, and Federal departments such as the Federal Highway Administration and the Federal Motor Carrier Safety Administration. He also has long established working relations with other state CVE technical personnel performing his same tasks. Michael provides the technical bridge between an agency that has few technical or support personnel and the information systems heavy technical environment of today's change in management focus. Michael coordinates and manages TDOS's project to link Tennessee Commercial Vehicle Data bases with all other states. This multi-year project has been Michael's for the past few years and is expected to continue for years into the future. Michael also has in depth knowledge of UT and UT research processes. Michael was a UT employee in the past. This UT experience is invaluable to TDOS and UT as the UT culture is blended with the law enforcement culture of the Tennessee Department of Safety. Michael is one of those key, trusted players that TDOS can hardly do without. He has knowledge and experience that was gained from his inside position at TDOS that no other competitor could replicate or gain. The TDOS sponsor feels that Michael Meador offers one-of-a-kind talent and experience that must be retained through continuance of his sub-contract through UT and the CVIP project. TDOS would experience great harm if another contractor were selected.

14. Does proposed contractor or vendor have experience providing same or similar goods or services?

☒ Yes ☐ No

15. Has the department ever purchased these same goods or services from this vendor?

☒ Yes ☐ No

If yes, what procurement method was used? (Ex. Competitive, Non-Competitive, etc.)

Non-Competitive

16. If for services, was an effort made to use existing University employees to perform services?

☐ Yes ☒ No

If no, why not?

No UT personnel have the requisite experience and detailed knowledge of the IT programs, technical law enforcement issues, and stakeholder interfaces to perform the complex tasks. Since Mr. Meador is a technical expert in the CVE Law Enforcement field supported by

Revised November 1, 2004

federally funded information systems, we determined that we did not have anyone at UT with the requisite qualifications. This position is also located at TDOS CVE Headquarters in Nashville remote from the UT campus where our info systems and law enforcement expertise is located.

17. Is the contract for services from another governmental unit, such as a State or federal agency, or from another college or university?

☐ Yes☒ No

Justification

A complete justification must be provided to explain why the University should acquire the goods or services through non-competitive procurement request rather than through a competitive process. (Note: Being the "only known" or "best" is not deemed adequate justification.)

This Non-competitive services sub-contract should be procured because Michael Meador has unique experience and knowledge of TDOS business practices and how they relate to the newest federally mandated information systems that ensure TDOS remains a leader in national Commercial Vehicle Enforcement (CVE). Michael has years of TDOS detailed business process knowledge that would be impossible to replace if lost. He knows and works well with the key people in TDOS, other State departments, and Federal departments such as the Federal Highway Administration and the Federal Motor Carrier Safety Administration. He also has long established working relations with other state CVE technical personnel performing his same tasks. Michael provides the technical bridge between an agency that has few technical or support personnel and the information systems heavy technical environment of today's change in management focus. Michael coordinates and manages TDOS's project to link Tennessee Commercial Vehicle Data bases with all other states. This multi-year project has been Michael's for the past few years and is expected to continue for years into the future. Michael also has in depth knowledge of UT and UT research processes. Michael was a UT employee in the past. This UT experience is invaluable to TDOS and UT as the UT culture is blended with the law enforcement culture of the Tennessee Department of Safety. Michael is one of those key, trusted players that TDOS can hardly do without. He has knowledge and experience that was gained from his inside position at TDOS that no other competitor could replicate or gain. The TDOS sponsor feels that Michael Meador offers one-of-a-kind talent and experience that must be retained through continuance of his sub-contract through UT and the CVIP project. TDOS would experience great harm if another contractor were selected.

In addition to the immediate loss of expertise if Mr. Meador is not continued, it would require years to recover to the level of current performance. This reattainment of competency may be impossible since nobody else at TDOS has the knowledge and experience or the time to provide the training.

The award from the TDOS specifying that Michael Meador (Meador LLC) is to have his contract extended.

APPROVAL OF SUBCONTRACT*

Prime Contracting Agency: Tennessee Department of Safety
Prime Contract No.: ED 03-00964-00
UT Restricted Account No.: R01-2517-060
UT Balance Account No.: E01-2510
UT Principal Investigator(s): Dr. Tom Urbanik
Mr. Robert Russell

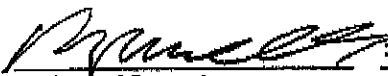
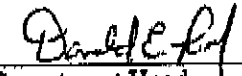
Legal Name of Subcontractor: MEADMJ, LLC
Address: #270, 7501 Highway 70, South
Nashville, TN 37221

Individual's SSN: 415-92-4425 or Employer ID No. (EIN) 62-1764821

Amount to be Paid: \$ 327,750.00
(Must be no more than that amount which has been obligated to the University in the prime contract.)

Period of Performance: April 15, 2005 through August 31, 2007

Each of the undersigned acknowledges his/her responsibility for both the prime award and for this subcontract. Further, each of the undersigned has reviewed and found the proposed budget or rate of consultant pay to be satisfactory, and therefore, each expressly approves the issuance of this subcontract.

	<u>2/2/05</u>		<u>2/2/05</u>
Principal Investigator	Date	Department Head	Date
E-mail Address: <u>rrussels@utk.edu</u>		E-mail Address: <u>draeed@utk.edu</u>	

Attach: Subcontractor's proposal or statement of work and budget
Source selection justification

*This term is used generically to include all types of agreements which the University may utilize to pay or reimburse an individual or other entity for effort under a sponsored activity.

E012510

(OR 5/23/00)



TENNESSEE DEPARTMENT OF SAFETY
Professional Standards Division
Research, Planning, and Development
1150 Foster Avenue
Nashville, Tennessee 37210

TENNESSEE DEPARTMENT OF SAFETY TASK ORDER

DATE: January 20, 2005 SERVICE UNIT: 4 CONTRACT# ED-03-00964-00

PRINCIPLE ADMINISTRATOR: Tom Urbanic
PHONE# 865-974-7709
E-MAIL ADDRESS: turbanic@utk.edu

CONTRACTOR'S PROJECT MANAGER: Robert Russell
PHONE#: 865-974-1477
E-MAIL ADDRESS: rrussel5@utk.edu

This letter will serve as notice and authorization to begin work and to allocate funds under the contract number and service unit identified above. It will also serve as authorization to make necessary purchases to complete the task(s) described herein. All invoices for work performed under this Task Order MUST BE submitted to the DOS Contract Administrator for verification of work and submission for payment.

(The DOS Sponsor and Contract Administrator must be copied on all correspondence)

DOS CONTRACT ADMINISTRATOR: LL Joel R. Moore
PHONE# (615) 687-2405
E-MAIL ADDRESS: joel.moore@state.tn.us
Original Invoices and 1 copy to: Menzler-Nix Building, 1150 Foster Avenue, Nashville, TN 37249-1000

DOS SPONSOR: Mike Walker
PHONE#: 615-687-2400
EMAIL ADDRESS: mike.walker@state.tn.us

DOS PROJECT MANAGER: Joel R. Moore
PHONE #: 615-687-2405
E-MAIL ADDRESS: joel.moore@state.tn.us

TASK OVERVIEW AND/OR PURPOSE: To secure the services of a person with working knowledge of the Department of Safety's commercial vehicle operations that is able to perform analysis and programming as required by the Department.

TASK DESCRIPTION: Extend the existing contract with Michael Meador (MMJ,LLC) through the end of the existing UT contract


MILESTONE/DELIVERABLE: Specified project plans, proposals, grant requests, and other task relating to CVE programs and projects

DUE DATE: Renew by April 1, 2005

FINAL DELIVERABLE: Contracting/consulting services as required and requested

FINAL DUE DATE: August 31, 2007

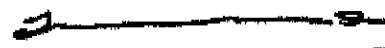
REVIEWED AND ACCEPTED BY:


DOS Sponsor
Date 1/27/05


DOS Project Manager
Date 1/20/05


DOS Contract Administrator
Date 1/20/05


UT Project Manager
Date 1/20/05


UT Principle Administrator
Date 1/27/05


University of Tennessee
Date 2/4/05

Task#	Budgeted Amount
UT R#	\$158,700/ year